



DEPARTMENT OF BUILDING & SAFETY

CHANGE OF CONTRACTOR

333 North Rancho Drive, Las Vegas NV 89106-3703

Phone: (702) 229-6251 Fax: (702) 382-1240

PLANS DRAWN BY ARCHITECT

1. ☐ Letter from original contractor, on their letterhead, if inspections have not commenced including:
 - a. Releasing all plans to new contractor
 - b. Releasing all permits to new contractor
 - c. Releasing all fees paid to new contractor
 - d. Releasing all responsibilities to new contractor
 - e. "Wet" Signature on letter
2. ☐ New Contractor:
 - a. Must have letter requesting change of contractor indicating:
 - Reason for Change
 - Permit Number
 - Responsible for all fees regarding change
 - Wet signature
 - b. Must apply for change of contractor permit

NOTE: Without letter from original contractor, full building permit fees must be paid with the issuance of new permits. Impact fees are not refundable and will not be charged again (Sewer connection, transportation, etc.)

PLANS DRAWN BY CONTRACTOR **Sub-Contractors**

1. ☐ Contractor designed plans **cannot** be released or transferred to anyone. Contractors licensed under the laws of the State of Nevada can provide their **own** drawings (this means the drawings were physically prepared by the contractor).
2. ☐ Letter from original contractor (on their letterhead) stating:
 - a. Relinquishing all interest
 - b. Releasing all permits to new contractor
 - c. Releasing all fees to new contractor
 - d. Releasing all responsibilities to new contractor

NOTE: Without the letter from the original contractor, full fees will be charged for a new permit.

**Letter from new contractor requesting change of contractor
permit number and reason for change.**